

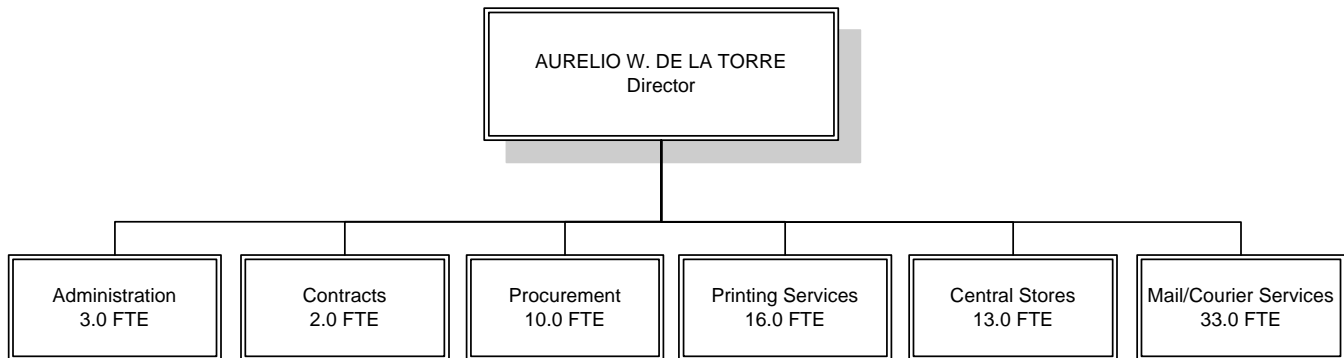
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

The Purchasing Department supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering, and comprehensive mail services through its three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2005-06				
	Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,093,119	35,000	1,058,119		16.0
Central Stores	8,317,434	8,556,571		239,137	13.0
Mail/Courier Services	7,802,089	7,917,000		114,911	33.0
Printing Services	2,708,942	2,875,359		166,417	16.0
TOTAL	19,921,584	19,383,930	1,058,119	520,465	78.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.



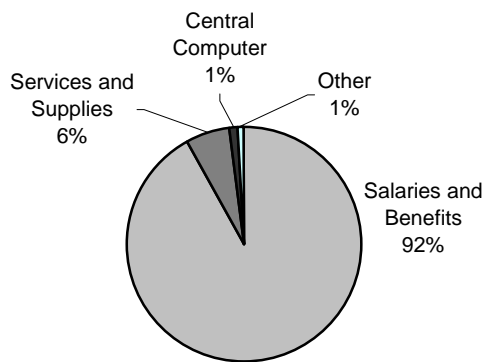
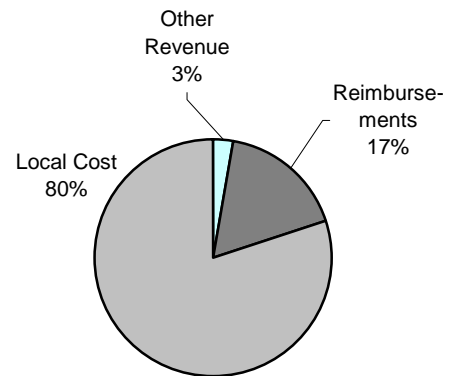
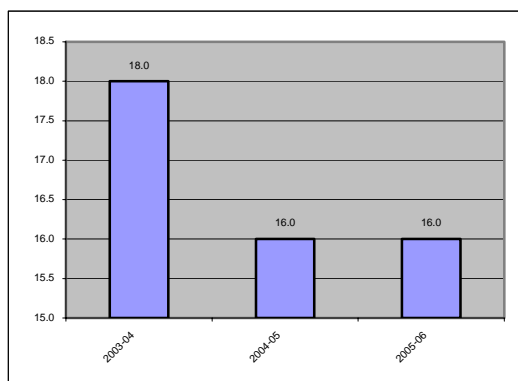
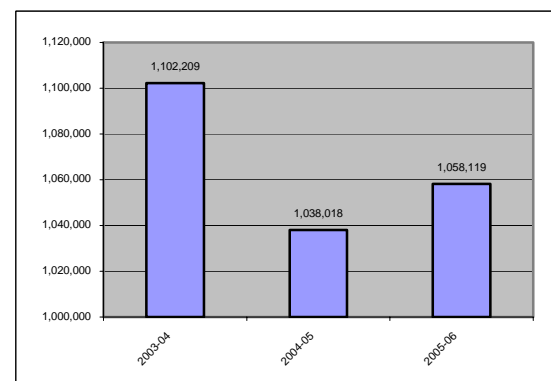
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	1,022,018	1,073,018	1,020,224	1,093,119
Departmental Revenue	36,568	35,000	35,000	35,000
Local Cost	985,450	1,038,018	985,224	1,058,119
Budgeted Staffing		16.0		16.0

Workload Indicators

Purchase Orders	1,571	1,300	1,524	1,500
Request for Payments	61,869	53,000	60,164	60,000
Requisitions	2,983	3,200	2,280	2,300
Blanket PO's	1,876	2,500	3,324	3,300
Request For Proposals	261	300	315	320

In 2005-06, 1.0 Staff Analyst II will be reclassified downward to a Buyer II. This reclassification will enable the department to recruit additional staff to assist with the procurement functions.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY**2005-06 BREAKDOWN BY FINANCING SOURCE****2005-06 STAFFING TREND CHART****2005-06 LOCAL COST TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,137,033	1,195,334	23,373	-	1,218,707	(2,322)	1,216,385
Services and Supplies	66,915	61,408	(3,957)	-	57,451	20,521	77,972
Central Computer	16,683	16,683	685	-	17,368	-	17,368
Other Charges	728	728	-	-	728	(308)	420
L/P Equipment	6,052	6,052	-	-	6,052	308	6,360
Transfers	3,432	3,432	-	-	3,432	(199)	3,233
Total Exp Authority	1,230,843	1,283,637	20,101	-	1,303,738	18,000	1,321,738
Reimbursements	(210,619)	(210,619)	-	-	(210,619)	(18,000)	(228,619)
Total Appropriation	1,020,224	1,073,018	20,101	-	1,093,119	-	1,093,119
Departmental Revenue							
Other Revenue	35,000	35,000	-	-	35,000	-	35,000
Total Revenue	35,000	35,000	-	-	35,000	-	35,000
Local Cost	985,224	1,038,018	20,101	-	1,058,119	-	1,058,119
Budgeted Staffing		16.0	-	-	16.0	-	16.0

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and benefits Decrease due to the downward reclassification of 1.0 Staff Analyst II (R56) to Buyer II (R49).		(2,322)	-	(2,322)
2. Services and supplies Increase purchases primarily for small office equipment and supplies.		20,521	-	20,521
3. Other Charges Reduction in interest payments for computer equipment.		(308)	-	(308)
4. Lease-Purchase of Equipment Increase in principle payments for computer equipment.		308	-	308
5. Transfers Decreased charges for the Employee Health and Productivity Program (EHAP).		(199)	-	(199)
6. Reimbursements Increase in reimbursements from Central Stores (IAV PUR) and Mail Courier Services (IAY PUR) budget units for administrative services.		(18,000)	-	(18,000)
Total	-	-	-	-

